



Privacy Notice

Kernow Learning Parents

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Scheduled review date:	December 2023
Statutory or Best Practice policy:	Statutory
Appendices:	No
School or Trust policy:	Trust

We want to ensure that your needs are met. If you would like this information in any other format, please contact us on 01637 303106 or email info@kernowlearning.co.uk

The categories of parent information that we process include:

We will collect, hold, share and otherwise use the following information about you:

- personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship marital status)
- financial details (such as bank account or credit card details), and other financial details such as eligibility for free school meals or other financial assistance
- CCTV footage and images obtained when you attend the school site
- your relationship to your child, including any Court Orders that may be in place

We will also use special categories of data such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, information about health, genetic information and biometric data. These types of personal data are subject to additional requirements.

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.
2. Where the processing is necessary in order to ensure your health and safety on the school site, including making reasonable adjustments for any disabilities you may have.
3. Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests of those of your child, and where it is not possible to seek your consent. If you fail to provide information to us we may be prevented from complying with our legal obligations.

Why we collect and use parent information

We will process your personal data for the following reasons:

1. Where we are required by law, including:
 - To provide reports and other information required by law in relation to the performance of your child
 - To raise or address any concerns about safeguarding
 - To the Government agencies including the police
 - To obtain relevant funding for the school
 - To provide or obtain additional services including advice and/or support for your family
2. Where the law otherwise allows us to process the personal data as part of our

functions as a school, or we are carrying out a task in the public interest, including:

- To confirm your identity
- To communicate matters relating to the school to you
- To safeguard you, our pupils and other individuals
- To enable payments to be made by you to the school
- To ensure the safety of individuals on the school site
- To aid in the prevention and detection of crime on the school site
- To keep you updated regarding your child

3. Where we otherwise have your consent

Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place.

Collecting parent information

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins the school, and when you attend the school site and are captured by our CCTV system.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, including a Court, which might raise concerns in relation to your child.

Storing parent information

We hold data securely for the set amount of time shown in our [data retention schedule](#).

Who we share parent information with

We routinely share information about you with:

- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education (and/or the Education and Skills Funding Agency), in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections
- Contractors, such as payment processing providers to enable payments to be made by you to the school

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Local authorities may share information that we are required to provide to them with other organisations. For further information about Cornwall Council local authority's data sharing process, please visit: <https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/data-and-statistics/>

Why we share parent information

We share parent information where we have express consent or the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact dataprotection@kernowlearning.co.uk

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office (ICO) at [Information Commissioner's Office](#).

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the [How Government uses your data](#)" section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting dataprotection@kernowlearning.co.uk

Contact

If you would like to discuss anything in this privacy notice, please contact: David Houghton, Data Protection Officer – dataprotection@kernowlearning.co.uk